

## **Model Community Guidelines Small Office - Health Services**

1. Practice waste reduction, reuse and recycling:
  - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
  - Practice double-sided photocopying
  - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
  - Use cloth gowns instead of disposable gowns, or gowns with recycled content material
  - Purchase supplies in bulk where possible
  - Reuse scrap paper (e.g. Make into note pads)
  - Encourage staff and patients to reduce junk mailing by writing to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
  - Eliminate use of Styrofoam products (e.g. Cups and packaging)
  - Recycle toner or cartridges for copy machine or printer
  - Minimize use and seek out alternatives to toxins (such as cleaners)
2. Use products made from recycled content:
  - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
  - Request that supplier/manufacturers use as much recycled content material in packaging as possible
  - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
  - Donate unwanted medical supplies from overstock, etc. To organizations needing these items
  - Encourage employees to share magazines and newspaper subscriptions
  - Request supplier/manufacturers to provide system to take back non-recyclable packaging